

THE TULALIP TRIBES
Job Description

JOB TITLE: Controller

JOB NUMBER: TTT 025-04

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ High school diploma or GED required.
- ☐ Bachelor's degree from an accredited college or university in accounting. (Please attach copy with application)

SKILLS:

- ☐ Work organization, planning and analysis.
- ☐ Governmental accounting,(GASB 34) Governmental auditing.
- ☐ Self motivated and detailed-oriented.
- ☐ Management/ supervision skills.
- ☐ Advanced accounting and financial reporting.
- ☐ Excellent written and verbal skills.

EXPERIENCE:

- ☐ Four (4) years of public accounting (auditing) experience, two of which where the applicant's focus was in the audit and financial statement preparation of/ for governmental entities, preferably Indian Tribes.

OTHER REQUIREMENTS:

- ☐ Copy of CPA license including state identification number. (Must documentation with application)
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Finger and manual dexterity for operation of a calculator, personal computer and routine paperwork.

Tribal Department: Finance

Employee Classification: Exempt

Job Summary: To assist the Tribes' Chief Financial Officer to plan, organize, direct and control accounting and fiscal management activities of departments with large funds, complex and diverse multi-funding requirements and specialized tracking and reporting methodologies.

Employee Reports To: Executive Financial Officer.

Specific Duties Performed:

1. The position's primary focus is to interface with the Tribes' external auditors to ensure an effective and efficient audit process and to assist in the completions of the annual financial statements, footnotes and related schedules.

Terms of Employment: This is a regular full-time position requiring 40 hours per week, or 2080 hours per year.

Pay Range: \$58,000 to \$71,000 **Annual Salary**

Opening Date: September 15, 2004

Closing Date: Until Filled